



MAINE OUTDOOR HERITAGE FUND (MOHF) GRANT PROPOSAL APPLICATION GUIDELINES

- Only qualified **Sponsoring Agencies** may submit a proposal for a Maine Outdoor Heritage Fund grant. They may do so independently or in partnership with other entities.
- Proposals must meet the Guiding Principles for the Maine Outdoor Heritage Fund found in the **Strategic Plan**.
- There are two grant funding cycles per year. MOHF requires that nine copies of submitted proposals be postmarked by March 1 for the first grant cycle and September 1 for the second grant cycle.

GRANT APPLICANT RESPONSIBILITIES:

- A. Review the following documents posted on [MOHF Webpage](#):
 - **MOHF Strategic Plan**
 - **Summary Application Form**
 - **Grant Proposal Requirements Checklist**
 - **Budget Form**
 - **Grant Evaluation Form**
 - **Recently Funded Projects**
- B. Contact a **Sponsoring Agency**:
 - Discuss project details for potential sponsorship.
 - Obtain sponsorship approval and determine partnership (if any).
 - Determine Sponsoring Agency submittal dates for **Summary Application Form** and **Grant Proposal**.
- C. Submit **Summary Application Form** to **Sponsoring Agency** per agreed schedule (deadline Feb 1 and Aug 1).
- D. Submit nine (9) copies of **Grant Proposal** (*no more than 5 pages in length*) to **Sponsoring Agency** per the agreed schedule (generally one week prior to the submittal deadline dates Mar 1 and Sep 1):
 - Proposal packages should be stapled in the upper left hand corner and should not be bound.
 - **Summary Application Form** must be the first page in the proposal package.
 - Review **Grant Proposal Requirements Checklist** to ensure proper documentation and information is included.
 - Must use standard **Budget Form**.

SPONSORING AGENCY RESPONSIBILITIES:

- A. Communicate with grant applicants:
 - Require applicants to review the information posted on the MOHF website.
 - Notify applicants whether or not their application is accepted for sponsorship.
 - Determine level of partnership if any.
 - Review proposal package for content and accuracy.
 - Set submittal schedule for initial **Summary Application Form** and then full grant proposal package.
- B. Receive initial **Summary Application Form** from grant applicants by February 1 and August 1.
- C. Receive nine (9) copies of grant proposal package from grant applicants per pre-determined date prior to March 1 and September 1.

SPONSORING AGENCY RESPONSIBILITIES CONTINUED:

- D. Complete **Summary Application Form** “To Be Completed by Sponsoring Agency” section:
- Check 1, 2, OR 3 to indicate if the project is an “Agency” project or a “Pass Thru” project.
 1. An “Agency” project is a project where the funding would go directly to the sponsoring agency.
 2. A “Pass Thru” project is a project where the funding would go directly to the applicant and the funding would be processed with a “special services” contract administered by the Secretariat.
 3. A “Pass Thru Project – Agency Partner” is a “Pass Thru” project and the agency is involved in planning or implementing the project.

Please note that projects submitted by “quasi” state agencies would be considered as “Pass Thru” projects and would be processed with a “special services” contract administered by the Secretariat.

- Indicate if the agency does NOT endorse the project. (project meets MOHF guidelines; however agency does not endorse).
 - Obtain the Commissioner’s or Agency Director’s signature at bottom of form.
- E. Submit grant proposal packages to MOHF Secretariat:
- Copy and attach the final signed **Summary Application Form** to the nine copies of the proposal packages.
 - Proposals need to be sent to **MOHF Secretariat** and should be postmarked by Mar 1 and Sep 1.

Qualified Sponsoring Agencies and Staff Contacts for MOHF Sponsorship

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|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Baxter State Park Authority Jean Hoekwater Telephone: (207) 723-9616 Email: jean.hoekwater@maine.gov | Maine Department of Inland Fisheries and Wildlife Sarah Demers Telephone: (207) 287-5497 Email: sarah.demers@maine.gov |
| Maine Department of Environmental Protection Mark Margerum Telephone: (207) 287-7842 Email: Mark.T.Margerum@maine.gov | Maine Department of Marine Resources Rochelle Nutting Telephone: (207) 624-6556 Email: rochelle.nutting@maine.gov |
| Maine Dept. of Agriculture, Conservation and Forestry Caldwell Jackson Telephone: (207) 287-9072 Email: caldwell.jackson@maine.gov | Saco River Corridor Commission Dennis Finn Telephone: (207) 625-8123 Email: srcc@srcc-maine.org |
| Soil and Water Conservation Districts Tom Gordon Telephone: (207) 878-0857 Email: tomgordon@avportland.com | Saint Croix International Waterway Commission Abby Pond Telephone: (506) 466-7550 Email: staff@stcroix.org |
| | Wells National Estuarine Research Reserve Paul Dest Telephone: (207) 646-1555 Email: pdest@wnerr.org |

AWARDEE RESPONSIBILITIES:

- A. **Communications:** Awardees must communicate that MOHF participated in funding their project and communication plans should be described in the proposal as well as results reported in the final report.
1. **Required Communications:**
- MOHF logo and description on printed materials, signs, or project (if applicable).
 - Press release (one at minimum). Include the MOHF logo along with the following statement: *“This project was funded in part by the Maine Outdoor Heritage Fund, in which proceeds from the sale of a dedicated instant lottery ticket (currently _____ (fill in current ticket)) are used to support outdoor recreation and natural resource conservation. For more information about MOHF, go to www.maine.gov/ifw/MOHF.html”.*
 - Information can be found on the website. MOHF Secretariat can provide assistance if needed.

AWARDEE RESPONSIBILITIES CONTINUED:

2. Suggested Communications:

- Describe plans to communicate project results, both to the conservation community, the public and non-traditional audiences. *Explain how this will be done and how the recipient will benefit.*
- Post project results to websites, social media, and mobile applications. *Describe which media and what will be posted and how this will be announced so people are aware of the information.*
- Describe how the results of your project will be used or communicated in other ways, in addition to those listed above.
- Describe how this project will increase presence on the Internet and accessibility and GIS applications". *Describe how this will be used and how users will be informed of it.*
- Describe if this project will increase synergy between programs, agencies, and user groups, and how it could increase potential funding for MOHF program.

B. Funding:

1. Pass-Thru Awards: *(Projects where the funding is going directly to the applicant, not a state agency and/or requires a special services contract to be administered by the MOHF Secretariat):*

- Must establish a vendor code with the state immediately. Secretariat will help coordinate this effort.
- Must be able to produce proof of liability insurance to be included in the "special services" contract.

2. Agency Awards: *(Projects where the funding is going directly to the agency):*

- Work with the agency's financial representative in processing the funding portion of the award.

3. All Awards:

- Funds are intended to support only project-related expenses, including salaries.
- Monetary match must consist of funds raised specifically for the project proposed and does not include salary costs of natural resource agency staff that are funded by the State General Fund.
- In-kind contributions received during the duration of the project will be considered matching funds.
- Proposals that are funded will receive funds according to a schedule determined by the Board.
- Funds are not fully approved until all proposals have been authorized by State Purchases and therefore no monies should be spent until this notification is received. *(This full funding approval generally takes approximately 30-60 days).*

C. Reporting Requirements:

- A final report is due to **MOHF Secretariat** 3 months from proposal completion date and must include:
 - Review of the project's success in meeting the stated objectives.
 - Detailed accounting of how Maine Outdoor Heritage Fund monies were spent.
 - Detailed accounting of matching funds requested, secured and spent.
 - Detailed accounting of in-kind services.
 - Identification of communication efforts including any press related materials.
 - Photographs or illustrations of the project and its results.
- Reports must be submitted electronically as well as mailed hard copy to **MOHF Secretariat.**
- Annual progress reports will be required on projects that extend beyond one year.

Contact MOHF Secretariat for further questions – 207-458-8421, mohf@gwi.net, 37 Wiscasset Road, Pittston, ME 04345